

POPE CONFERENCE CENTER
“GOVERNMENTAL & THE SCHOOL SYSTEM”

FORM

GOVERNMENTAL AND THE SCHOOL SYSTEM WILL BE ABLE TO USE THE POPE CONFERENCE CENTER UNDER THE FOLLOWING GUIDELINES:

- **NO FEES WILL BE APPLIED WHEN THE FACILITY IS USED DURING THE REGULAR BUSINESS HOURS OF 8:00AM – 5:00PM, MONDAY- FRIDAY.**
- **IF FACILITY IS USED AFTER REGULAR BUSINESS HOURS MONDAY-FRIDAY OR ON THE WEEKENDS, SATURDAY OR SUNDAY A FEE OF \$15.00 PER HOUR WILL APPLY.**
- **THE ENTITY WILL BE RESPONSIBLE FOR SETTING UP AND TAKING DOWN THE TABLES AND CHAIRS FOR THEIR EVENT.**
- **THE ENTITY WILL BE RESPONSIBLE FOR MAKING SURE THE AREAS USED, INCLUDING THE BATHROOMS AND KITCHEN ARE LEFT IN THE SAME CLEAN CONDITION PRIOR TO THE EVENT.**
- **THE POPE CENTER MANAGEMENT WILL BE RESPONSIBLE FOR SHOWING A DESIGNATED PERSON FOR THE ENTITY HOW THE AUDIO SYSTEM WORKS.**

NOTE: A \$50.00 DEPOSIT IS REQUIRED TO USE THE AUDIO SYSTEM.

Signature	Title	Date
Organization Representative		

Signature	Title	Date
Pope Center Staff		